	<b>HUMAN RESOURCES POLICIES AND PROCEDURES</b>		
	Revision Approval: 07/23/2020		Date Approved: 04/01/2020
	<b>POLICY:</b> Emergency Paid Sick Leave Act Policy	Section 02-2020	Page 1


## I. PURPOSE

To establish procedures to ensure compliance with the Emergency Paid Sick Leave Act (the "Act"), included as part of the Families First Coronavirus Response Act, which is in effect through December 31, 2020. This policy shall always be interpreted and applied in a manner consistent with the "Act".

## II. POLICY

It is the policy of Yavapai County to comply with the Emergency Paid Sick Leave Act.

- A. **ELIGIBILITY.** All Yavapai County employees, excluding Elected Officials, are eligible for Emergency Paid Sick Leave.
- B. **AMOUNT OF HOURS.** The amount of hours of Emergency Paid Sick Leave to which an employee is entitled is as follows:
  - a. Full-time employees regularly scheduled to work 40 hours per week are entitled to up to 80 hours.
  - b. Full-time employees regularly scheduled to work less than 40 hours, and Part-time employees are entitled to up to a number of hours equal to the number of hours the employee is regularly scheduled to work in a two-week period.
  - c. Seasonal and Temporary employees are entitled to up to a number of hours equal to the average number of hours the employee was scheduled per day over the 6-month period ending on the date which the employee takes the Emergency Paid Sick Leave, including hours for which the employee took leave of any type multiplied by ten working days which represents a two-week work period. In no event shall the number of hours exceed 80 hours.
- C. **REASONS FOR TAKING LEAVE.** If the employee is unable to work or telework, Emergency Paid Sick Leave will be granted for any of the following reasons:
  - a. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
  - b. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
  - c. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
  - d. The employee is caring for an individual who is subject to an order as described in II(C)(a) or has been advised as described in II(C)(b).
  - e. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.

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- f. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

#### D. COMPENSATION

- a. For reasons II(C)a., II(C)b. and II(C)c. above, the Emergency Paid Sick Leave will be paid at the employee's regular rate of pay, except that in no event shall such leave exceed \$511 per day and \$5,110 in the aggregate.
- b. For reasons II(C)d., II(C)e. and II(C)f. above, the Emergency Paid Sick Leave will be paid at two-thirds of the employee's regular rate of pay, except that in no event shall such leave exceed \$200 per day and \$2,000 in the aggregate nor be less than the minimum wage.

- E. NOTICE. When foreseeable, the employee shall make a good faith effort to provide notice of the need for sick leave as far in advance as possible and must follow their Department's reasonable notice procedures in order to continue receiving such paid sick time. The County may require documentation to support a request for leave.

- F. CARRYOVER. Emergency Paid Sick Leave shall not carry over from one year to the next.

- G. EMPLOYER'S TERMINATION OF PAID SICK TIME. Paid sick time provided to an employee under this policy shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time under section II(c).

- H. RETURN TO WORK FOLLOWING A POSITIVE TEST. An employee who receives a positive COVID-19 test result or diagnosis, regardless of whether the employee used Emergency Paid Sick Leave if absent or not, must provide documentation issued by a licensed healthcare provider stating that the employee is no longer required to self-quarantine or isolate due to COVID-19, and may return to work. Decisions to authorize a return to work should be consistent with applicable CDC guidelines giving appropriate consideration to the workplace into which the employee will be returning.

- I. NON-RETALIATION. It is unlawful to discharge, discipline or in any other manner discriminate against any employee who takes leave in accordance with the "Act" and has filed any complaint instituted or caused to institute any proceeding under or related to the "Act" or has testified or will testify in any such proceeding.

#### III. EXPIRATION. This policy expires December 31, 2020.